



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON GEORGIA 30905-5729

ATZH-TB

4 September 2012

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Policy Letter #18: Incident Reporting

1. References:

- a. AR 190-45, Law Enforcement Reporting, 30 March 2007.
- b. TRADOC Regulation 1-8, US. Army TRADOC Operations Reporting, 16 November 2010.

2. This policy applies to all Brigade personnel. Brigade personnel are defined as permanent party military (includes Fort Meade and sister service detachments), Civilian employees, contractors, IET and Non-IET Soldiers, visitors, and guests while in our care.

3. Reportable events and incidents. The TRADOC Operations Report (OPREP) is used for any significant incident occurring in a 15th Regimental Signal Brigade facility and/or area of responsibility as outlined in TRADOC Regulation 1-8 and/or involving 15th Regimental Signal Brigade service members, family members, Civilian employees or contractors. When a Soldier is listed as a subject in an OPREP, include whether the Soldier has deployed within the past year. At a minimum, commanders must report the following actual or alleged incidents:

a. All Category 1 SIR incidents involving 15th Regimental Signal Brigade personnel/assets are reportable. Actual or alleged incidents involving the following:

(1) On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.

(2) Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property. This includes instances of actual or suspected "insider threats."

(3) Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

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(4) Incidents involving materiel damage that seriously degrade unit operational or training readiness.

(5) Threats against Government weapons and ammunition.

(6) Threats against the President of the United States, Vice President of the United States, or other person protected by U.S. Secret Service

(7) Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

b. The following category 2 SIR incidents and TRADOC specific incidents to include accidents, incidents, or medical situations resulting in:

(1) Any death of a service member that occurs on or off an installation.

(2) The death of a family member or DA civilian that occurs on the installation, except for deaths occurring due to natural causes in medical treatment facilities. The death of a family member or DA civilian that occurs off an installation is reportable only when the death is suspected to be criminal in nature. When the cause of death is unknown, report it as "undetermined manner of death." The report should also include when the next of kin were notified, and in the case of vehicle accidents, whether or not seatbelts were used, and if alcohol was involved. Brigade Critical Command Information Requirements (CCIR) includes any death of an immediate family member or civilian that occurs on or off post.)

(3) Serious injury or illness of a Soldier that creates a danger of loss of life, limb, or eyesight.

(4) Life threatening injury or illness of a Brigade family member.

(5) Significant environmental injury to a Soldiers and/or family members, that could impact or potentially impact Brigade missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events.

(6) Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as avian influenza. Consult with the local medical treatment facility.

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(7) Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all **overt** acts of self-destructive behavior that does not result in death) by a Soldier, family member or DA Civilian occurring on the installation, and suicide or attempted suicide by a Soldier occurring off the installation. If suicide or attempted suicide involves a Soldier attending initial entry training (advanced individual training) then indicate initial entry training status in the OPREP summary of incident section. (See DA Pam 600-24 for suicide prevention information). Brigade CCIR also include: any suicide or attempted suicide of immediate family member or DA civilian occurring outside the installation; any suicidal gesture and/or ideation by a Soldier occurring on or off the installation.

c. Criminal activity.

(1) Serious crimes (for example, aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000, and murder or attempted murder committed by or against a Soldier, family member, or DA civilian).

(2) Major fires, arson, and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.

(3) Racially or ethnically motivated criminal acts.

(4) Any sexual assault or allegation. When sexual assault victims elect the unrestricted reporting option, report only the following sections: victim's name, location, offender's name, date of initial report, installation name, and summary of incident. Write "Unrestricted report/Sexual assault" in the summary of incident section. All the other OPREP sections are to remain blank.

d. Property theft/loss.

(1) Property damage or loss of property or equipment exceeding \$50,000.

(2) Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property (appropriated or non-appropriated funds) valued at more than \$50,000.

(3) Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (for example, night vision devices, classified material (excluding For Official Use Only (FOUO)) and controlled cryptographic items).

(4) Loss or theft of any chemical agent, research chemical agent, biological agent, or radioactive material.

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e. Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances in the quantities listed below:

- (1) Cocaine, 100 grams or more.
- (2) Marijuana, 1000 grams or more.
- (3) Hashish, 1000 grams or more.
- (4) Heroin, 100 grams or more.
- (5) Methamphetamines or barbiturates, 100 grams or more.
- (6) LSD, 6 grams or more.
- (7) PCP, 100 grams or more.

(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

f. Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions in the types and quantities listed below:

- (1) Any missile, rocket, mine, artillery, or mortar rounds.
- (2) Any machine gun or automatic weapon.
- (3) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
- (4) Any explosives, to include demolition explosives.
- (5) Any type of small arms ammunition (5.56mm, 7.62mm, or 9mm) in the amount of 200 rounds or greater.
- (6) Any amount of ammunition of any type greater than .50 caliber.
- (7) Any type of .50 caliber ammunition in the amount of 100 rounds or greater.

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(8) Any type of blank ammunition when the amount is equal to or greater than the issue amount in a wire bound wooden box.

(9) Additionally, report actual or attempted AA&E break-ins of arms rooms or storage areas; AA&E armed robbery or attempted armed robbery; any evidence of AA&E trafficking; and any incidents involving firearms that cause injury or death.

g. Command, control, communications, and computers (C4) outages/information systems intrusions/Personally Identifiable Information (PII).

(1) All significant, unplanned degradations of C4 assets (as defined in TRADOC Command Guidance #06-003) occurring at a Brigade activity. Significant degradation is defined as the loss of 50 percent or greater of a specific communications capability inhibiting the ability of the brigade to exercise command and control longer than two hours.

(2) Major power outages that impact operations and training.

(3) Information system intrusions (both suspected and confirmed), to include incidents of hacking of government web sites.

(4) Report all incidents of lost, stolen, or compromised PII in electronic or physical form. Current TRADOC guidance memorandum, subject: Reporting the Loss of Personally Identifiable Information provides detailed reporting procedures and is located on the Army Knowledge Online, TRADOC Deputy Chief of Staff, G-6 page titled "Command Guidance" at <https://www.us.army.mil/suite/page/309>.

h. Trainee abuse and platoon sergeant misconduct.

(1) Allegations of trainee abuse as defined in TRADOC Regulation 350-6, paragraph 2-5 (any improper or unlawful physical, verbal, or sexual act against a trainee; does not include acts involving a trainee against trainee). However, if the credibility of the allegation can be quickly assessed (within two hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

(2) Allegations of **platoon** sergeant misconduct not related to trainee abuse.

i. Bomb threats on the installation: All workstations within the Brigade will have the "FBI Bomb Data Center" card under their telephone in order to record pertinent data.

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j. Environmental accidents or incidents on the installation that result in: Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable quantities or greater, as defined in federal, state, and local regulations; or when effects cause illness to the exposed individual(s).

k. Incidents/accidents involving international students and personnel assigned to the Brigade. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

1. Child abuse and domestic violence.

(1) Actual or alleged child abuse that takes place within an Army organizational setting or facility (that is, a child development center, youth activities center, medical treatment facility, gymnasium, etc.) or an Army sponsored or sanctioned activity (that is, quarters based family child care home, youth sports, or recreation activities, field trips, etc.).

(2) Incidents of actual or alleged child abuse occurring within the family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury) or where the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital due to injuries incurred during the incident.

(3) Any incident of domestic violence incidents (violence against a family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon, such as a firearm, knife or similar instruments that may cause serious bodily injury or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled). In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted report/Domestic violence" in the summary of incident section. All the other OPREP sections are to remain blank.

m. Significant violations of Army Standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities.

n. Any incident, event, or accident that may generate adverse publicity.

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o. Incidents involving prisoners or detainees of Army confinement or correctional facilities on the installation, to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all deaths.

p. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53, AR 525-1) or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).

q. Any serious incident, event, or condition within family housing.

(1) Fires, serious injury, death, flood, or any other event resulting in serious injury or death to residents, family members, guests, or workers; or anything that causes a residence to become uninhabitable.

(2) Eviction action of a 15th RSB Soldier or family members.

4. **Reporting Procedures.**

a. TRADOC's OPREP format (Enclosure 1, **delete all unused pages of the report prior to electronic submission**) will be used for all reports.

b. The United States Army Signal School Detachment, Fort Meade commander should send incident reports through the Fort Meade installation chain of command IAW local policy and provide a report to the Commander, 447th Signal Battalion. The Commander, 447th Signal Battalion will serve as the incident report's entry point in to the TRADOC reporting channel.

c. Fort Gordon based elements must initiate incident reports at company level through the Battalion to the Brigade.

d. Battalion Commanders, the Dean, or the Commander, HHC 15th RSB will immediately notify the Brigade Commander or his designated representative, normally the Deputy Brigade Commander, upon recognition that a reportable event has occurred. The reporting commander must follow-up with an OPREP within one hour (the Brigade Commander may dictate a more stringent timeline upon initial notification).

e. Electronic copy of OPREPs must be provided to the following:

(1) Commander: stephen.a.elle.mil@mail.mil

(2) Deputy Brigade Commander: marcus.a.reese.mil@mail.mil

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(3) Command Sergeant Major: valerie.f.green.mil@mail.mil

(4) Brigade S3: jason.d.moulton.mil@mail.mil

(5) Brigade S1: adam.c.dugger.mil@mail.mil

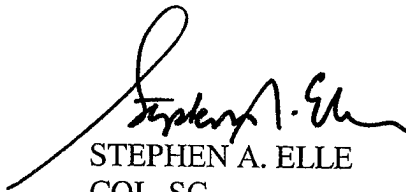
f. Once the incident is reported to the Brigade Commander, the Deputy Brigade Commander and the Brigade S-3, the Brigade S-3 will process and send the message to HQ, Fort Gordon, if appropriate. The Brigade Commander will decide if the incident report will be forwarded to the Fort Gordon Command Group. Incident reports from Fort Meade will be processed by the installation of assignment. Notification of Command Group personnel is reserved by the Brigade Commander.

g. If the Commander deems the incident report necessary to submit higher, the submitting official, normally the Deputy Brigade Commander or the Brigade S-3, will send the report to the IOC and Carbon Copy the SGS.

h. The Brigade S3 will file and maintain all reports for two years. All SIRs/OPREPs that are forwarded higher will be tracked until they are closed by a "FINAL Report.

i. The respective component liaison must be CC'd on the email transmission of all reports in which a National Guard or United States Army Reserve Soldier is a subject in the OPREP.

5. The proponent for this policy letter is the Brigade S-3, (706) 791-2944.


STEPHEN A. ELLE
COL, SC
Commanding

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Enclosure: TRADOC OPREP Format

From: CDR F Company, 333 Signal Battalion FT Gordon GA//ATZH-TB-X//
TO: CDR X Battalion, 15th RSB Ft Gordon GA//ATZH-TB-X

Subject: SIR

1. Category: 2
2. Type of incident: Heat stroke/death
3. Date/time of incident: 010730 July 12/011000 July 12
4. Location: Barton Field, Fort Gordon, GA
5. Other information:
 - a. Racial: no
 - b. Trainee involvement: yes (for death of Soldier, reports pay grade of E4 and below and list any enlistment waiver(s) received in order to enter military)
6. Personnel involved:
 - a. Subject
 - (1) Name: Doe, John
 - (a) Pay grade: PV2
 - (b) SSN: 123-45-6789
 - (c) Race: White
 - (d) Sex: Male
 - (e) Age: 18
 - (f) Position: Trainee
 - (g) Security Clearance: S-NAC
 - (h) Unit and station: A Co, 2-29 IN (TRADOC)
 - (i) Duty Status: Present
 - b. Victim: N/A
7. Summary of incident: At approximately 010730 Jul 12, while conducting PT PV2 Doe complained of headache, nausea, and muscle cramps. Immediately SSG Smith took his core body temp at 105.3 and applied ice sheets and started an IV. Emergency Medical Services (EMS) personnel were called and PV2 Doe was transported to EAMC. His body temp was 105.1 upon arrival at EAMC. At approximately 010845 Jul 07, PV2 Doe went into massive renal failure and died.
8. Remarks:
 - a. Next of Kin Notification: Yes, parents
 - b. Soldier Deployed w/i last year: No
 - c. Were seatbelts worn: N/A
 - d. Was alcohol involved: N/A

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- e. Was personal protective gear/equipment worn: N/A
 - f. Any previous medical history: UNK
 - g. Were combat lifesavers present: Yes
 - h. Was CPR performed at the scene: No
 - i. Anyone notice anything different concerning Soldier's performance: Yes. Unstable, in constant state of anxiety.
 - j. Times leading up to Soldiers Death:
 - (1) Time CPR started: N/A
 - (2) Time 911 called: 0735
 - (3) Time EMS personnel arrived on scene: 0745
 - (4) Time EMS departed scene en route to hospital: 0750
 - (5) Time EMS arrived at hospital: 0800
 - (6) Time Soldier pronounced dead: 0845
 - k. Soldier's Component: AD
 - l. Ages/gender of family members: N/A
 - m. Type of Training: Advanced Individual Training
 - n. Phase of Training: 3d week
 - o. Weather conditions at time of incident: Overcast, temp in low 70s
 - p. Other factors contributing to the incident:
9. Publicity: None expected at this time
10. Commander Reporting: CPT I.N. Truble, F Company, int.ruble.mil@mail.mil
11. Point of Contact: SFC Dill, SDNCO, DSN 780-0000, poc.mil@mail.mil
12. Downgrading instructions: The FOUO protective marking may be removed on DDMMYYYY.

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TRADOC OPERATIONS REPORT
(Continuation Sheet for Training Death Information)

Provide the following additional information only for training deaths:

1. Any previous medical history: YES ☒ NO ☐ UNKNOWN ☐
Give ongoing health issues with brain

2. Were Combat Lifesavers present: YES ☐ NO ☐ UNKNOWN ☐
3. Was CPR performed at the scene: YES ☐ NO ☐ UNKNOWN ☐
By N/A

4. Anyone notice anything different concerning service member's performance or health within the Last 24 hours: YES ☐ NO ☐ UNKNOWN ☐

5. Times leading up to the service member's death:

- ▶ Time CPR N/A
- ▶ Time 911 was N/A
- ▶ Time EMS personnel arrived on N/A
- ▶ Time EMS departed scene en route to the N/A
- ▶ Time EMS arrived at the hospital: N/A
- ▶ Time service member pronounced N/A
by N/A

6. Is the individual Active Duty ☒ NG ☐ USAR ☐ CIVILIAN ☐
Other Service

7. What are the ages and gender of family N/A

8. What type of training was the service member in (BCT, AIT, OSUT, N/A

9. What phase of training was the service member in: (Example: Service member is in the

10. What weather conditions existed at the time of the incident, if incident
Sunny Warm

11. Any factors that may have contributed to the

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Enclosure 2 SENIOR MISSION COMMANDER CCIR NOTIFICATION CRITERIA

No.	INCIDENT/EVENT	IOC	COS	SMC
1	Any death of a service member, family member, or DA/DoD civilian assigned to (or evacuated from elsewhere to EAMC or the local TRICARE network if applicable and subsequently dies while in the EAMC) Fort Gordon (Natural causes deaths and civilian non-criminal deaths off post, not DA reportable; each command requires reporting of their personnel accordingly)			
2	All TRADOC Soldier deaths, TRADOC Family members and TRADOC DA Civilian deaths require a TRADOC OPREP if they die on post. Off post deaths of family members and DA Civilians require TRADOC OPREP if there is criminal or non-natural cause of death. HQDA / AR 190-45 report is required for deaths of service members dying on post, including in hospitals, unless death is from natural causes. The IOC confirms suspected cause of death through EAMC and DES when coordinating potential SIRs.			
3	Any serious injury or illness requiring hospitalization of a service member, family member, or DA/DoD civilian assigned to (or evacuated from elsewhere to EAMC or the local TRICARE Network by EAMC direction if applicable) Fort Gordon		FL/D	FL/D
4	Suicide or verified attempted suicide by a service member, family member or DA/DoD civilian assigned to Fort Gordon (DA - suicides only)			
5	Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$50,000; murder or attempted murder committed by or against a service member, DA/DoD civilian, or family member of a service member)		FL/D	FL/D
6	Property damage or loss of property or equipment exceeding \$50,000.00; Major fires or arson and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000		FL/D	FL/D
7	Command, control, communications, and computers (C4) outages/information systems intrusions/PIL. All installation operation centers and TRADOC activities will report all planned and unplanned degradations of C4 capabilities (as defined in paragraph F-1). A significant C4 degradation is:(a) The loss of 50 percent or greater of a specific communications capability listed lasting longer than 2 hours. (b) Any degradation that results in a significant negative impact on the ability of the senior leader of a TRADOC activity (see figure F-1) to exercise command and control.		FL/D	FL/D
8	Major installation power outages that impact operations and training		FL/D	FL/D
9	Theft, suspected theft, loss, or recovery of weapons, explosives and munitions			FL/D
10	Allegations of trainee abuse		FL/D	FL/D
11	Information system intrusions (both suspected and confirmed)		FL/D	FL/D
12	Bomb or explosive incidents resulting in death or injury or damage to property			
13	Bomb threats		FL/D	FL/D
14	On and off post riots targeted against the DoD or involving DoD Personnel		FL/D	FL/D
15	Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property. This includes instances of actual or suspected "insider threats."			FL/D
16	Change in Threat or Force Protection Condition			
17	Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities		FL/D	FL/D
18	Actual or alleged child abuse that takes place within an Army organizational setting or facility (i.e. child development center, youth activities center, medical treatment facility, gymnasium) or an Army sponsored or sanctioned activity (i.e. family housing; quarters-based family child care home, youth sports, or recreation activities, field trips)		FL/D	FL/D

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19	Very Important Person (VIP) Visits			
20	On/Off-post arrest by police of any service member, family member, or DoD civilian			
21	Theft, suspected theft, loss, or recovery of sensitive items		FL/D	FL/D
22	Incidents likely to draw media attention to the installation, Army, or DoD			
23	Incidents Brigade or Separate unit Commanders believe are important for the Command Group to know			
No.	INCIDENT/EVENT	IOC	COS	SMC
24	Any DoD directed deployments or requests by civil authorities for military support due to a natural or man-made event.			
25	Any AR 190-45 or TR 1-8 incident not previously covered in this matrix.			
26	Report any activity or incident that may reflect positively or negatively on the Army with respect to the Don't Ask, Don't Tell policy and the Don't Ask, Don't Tell Repeal Act of 2010. Any reporting that contains personal information will be protected in accordance with established privacy guidelines for personal / sensitive information.		FL/D	FL/D
27	Any issues related to Boardman Lake residents that result in the following outcomes: resident or family member complaints/dissatisfaction, assignment & termination of housing actions, resident requests that exceed budgeted services, or other significant items that fall outside routine housing operations.		FL/D	FL/D
28	Serious incidents in any housing area including: fires, serious injury, death, flood, or any other event resulting in serious injury/death to residents, family members, guests, or workers; or anything that causes a house to be uninhabitable.		FL/D	FL/D
29	Resident mold complaints.		FL/D	FL/D
30	Actions that may result in unfavorable public affairs reporting on any aspect of family housing.		FL/D	FL/D
31	Eviction actions.		FL/D	FL/D
32	Any change that affects access by civilians or military to Fort Gordon		FL/D	FL/D
33	Sexual Assaults involving a Soldier on or off post		FL/D	FL/D
34	Any MP/DA Police arrests involving use of force or release of Working Dogs			
35	Any safety violation that is an immediate risk to life or use of a facility		FL/D	FL/D
36	Activation of the guard force or deployment of MPs			
37	Threats against the President, Vice Pres or other person protected by Secret Service			
38	Threats against government weapons and ammunition			
39	Theft of funds or destruction of Govt Property in excess of \$100K			
40	Theft of non-appropriated funds or property in excess of \$100K			
41	Racially/Ethnically motivated criminal acts			
42	Loss, theft wrongful disposition of evidence; SI or CCI			
43	Wrongful possession, distribution of controlled substances; 6g LSD, 100g PCP, Cocain or Heroin, Amphetamines or Barbituates; 1000g Marijuana or Hasish			
44	Significant violations of standards of conduct			
45	Theft / loss of Missles/rockets/automatic weapons/grenades or arty rounds/explosives/one or more manually operated firearm; five or more rounds of 50 cal ammo			
46	Actual or attempted arms rooms breakin			
47	Armed or attempted armed robbery			
48	Trafficking munitions, arms, explosives			
49	Major fires or disasters greater than \$250K			
50	Training accidents with death or serious injury			

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51	Serious domestic violence incidents (DA Unrestricted only). This report will include whether the Soldier was deployed within the past year leading up to the incident. Any incident of domestic violence against a Family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law, will be reported. In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted report/domestic violence" in the summary of incident section. All other OPREP sections are to remain blank. This paragraph applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.			
52	Incidents involving firearms			
53	Federally reportable crimes			
No.	INCIDENT/EVENT	IOC	COS	SMC
54	Environmental incident that shuts down operations or training due to reportable nature of the incident		FL/D	FL/D
55	Actions that disrupt installation operations due to utility destruction or loss of service		FL/D	FL/D
56	Any change in Hurricane Condition		FL/D	FL/D
57	WTB Issues resulting in: Congressionals or Congressional Visits; PAO actions positively or negatively; life, health, safety		FL/D	FL/D
58	Any incident impacting Garrison mission requiring an SIR		FL/D	FL/D
59	Visit from BG or higher (CG IMCOM VIP Notice required for SA, CSA, VCSA, SMA or four star equivalent)		FL/D	FL/D
60	Changes affecting senior commander readiness or IMCOM mission accomplishment		FL/D	FL/D
61	Non-routine support to Sister Services		FL/D	FL/D
62	ADA violations		FL/D	FL/D
63	Loss of Senior IMCOM Leader clearance		FL/D	FL/D
64	Any installation structure fire		FL/D	FL/D
65	Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.			
66	Group breaches of discipline involving 10 or more persons who collectively act to defy authority.			
67	Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30 and AR 190-53), or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).			
68	Significant environmental injury to TRADOC Soldiers, Family Members or DA Civilians that could impact or potentially impact TRADOC missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events; see AR 40-5, paragraph 2-18d, for DOD reportable medical events.		FL/D	FL/D
69	Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as H1N1 or Avian influenza. Consult with the local medical treatment facility.		FL/D	FL/D

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70	Aircraft accident or incident (Class A, B, and C only).			
71	Report every PII breach. This applies to all Soldiers and civilian personnel assigned, attached, detailed, or on temporary duty with TRADOC organizations that control or collect PII. See paragraph 3-1e, TR 350-1.		FL/D	FL/D
72	Radiological event. A radiological event encompassing radiological material accidents, incidents, and other circumstances where there is a confirmed or potential release to the environment, exposure of personnel above established limits, threat to the security of radiological material (including loss or theft), or any event of concern to the local commander or director of the radiological training facility that potentially impacts the mission.			
73	We must show inspired, involved, and caring leadership when we have a death on our Installations and whenever alerted to the death off-post of anyone assigned to / employed on our Installations. This includes the deaths of sponsored family members. These are tragedies for the families of the deceased and their loss can touch and affect many more. At the six hour mark, tell me what you know, share what you think, and inform me of what you and your team are doing to help using the best information available.			

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TIMELINE:

I - Immediate (Unit Commander telephonic notification of command group within 1.5 hours of discovery; Unit Commanders designated representative makes telephonic and email notification to the IOC within 1.5 hours of discovery) D - Duty Day FL/D - First Light or Duty Day SD - Situation Dependent

NOTE 1 - reporting requirements to the IOC are applicable to ALL units regardless of MACOM. Units will also report IAW their MACOM reporting requirements.

Note 2 - The IOC will determine whether an incident is reportable to IMCOM, TRADOC or Army Ops Center IAW AR 190-45; TRADOC Reg 1-8; and IMCOM Reg 190-1. Units will report incidents to the IOC as noted in the matrix above regardless of higher HQ reportability determination. Units should use their MACOM SIR format or AR 190-45 SIR format for email reporting to the IOC. Reports containing PII will be sent encrypted.

Note 3 - The IOC must transmit an EXSUM for any SIR and OPREP within two hours of the initial report, and must submit an initial OPREP or SIR within 24 hours. Please do not hold reporting to the IOC for "complete/refined details". The documented command guidance on reporting each specify that the higher commands understand data provided in initial reporting may be refined / changed as incident matures.

NOTIFICATION LEGEND:

IOC - Installation Operations Center (706 791-9747 / 9748)
usarmy.gordon.imcom.mbx.ft-gord-installation-ops-ctr@mail.mil;
usarmy.gordon.imcom.mbx.ft-gord-inst-ops-ctr-oic@mail.mil;
usarmy.gordon.imcom.mbx.ft-gord-installation-ops-cente1@mail.mil

COS - Chief of Staff for the Senior Mission Commander

SMC - Senior Mission Commander